

Town of Lunenburg

Finance Committee:
Mark Erickson, Chairman
Brian Laffond, Vice-Chairman
Martha McDonald, Secretary
Barbara Reynolds
John Male



17 Main Street, P.O. Box 135
Lunenburg, MA 01462-0135
978.582.4139
FAX 978.582.4148

Lunenburg Finance Committee Minutes

August 25, 2011 DRAFT

Mark Erickson
9/8/11

Location: Town Hall
Present: Brian Laffond, Martha McDonald, Barbara Reynolds, Mark Erickson
Absent: John Male

- 1) Meeting called to order by the Chairman at 7:03 PM.
- 2) Communications - none
- 3) Review minutes - none
- 4) Committee Reports
 - Capital Planning – FY2013 schedules have gone out – HANDOUT
 - DPW – HANDOUTS – updates from Town Manager and DPW Director outlining demolition of present building underway
 - Monty Tech – meeting September 7
 - Regional Dispatch – workshop scheduled for September 8 at 6 pm
 - Service Level Team – ME sent note to Dave Matthews (BOS) and are in the process of reconvening team; looking at schedules to determine the best night
 - School Regionalization – ME attended recent North Middlesex Regional School District meeting; Committee chair made following comments about adding Lunenburg: student numbers would increase, little future opportunity for cost-cutting because both schools have already had deep cuts, trying to bring schools on equal footing would be costly; tabled their vote until additional modeling could be done; Lunenburg Regional Planning Committee has withdrawn merger proposal to MSBA Review Board.
 - School Reconfiguration Committee will now probably take on new urgency since regionalizing is off the table; ask Dave Rief about the committee.
- 5) New Business
 - Town Accountant update will be available at the end of the month
 - Town Manager update submitted in HANDOUT
 - One candidate submitted for Fin Comm – Robert Alario
- 6) Future agenda items
 - Pavement Management Plan presentation – scheduled for 9/22
 - Green Energy Taskforce – presented to BOS last Tuesday; will discuss dates to present to FinComm
 - Requesting information on how Sewer Committee has reorganized since Town Meeting; a report to the Town Manager would be satisfactory
 - ME would like a master fiscal calendar to show when all activities occur; i.e. town Meetings, warrant articles due, etc.
 - BR requested an update on the Town Hall renovations and cost incurred vs. budget
- 7) Next meeting – September 8 – ask for Accountant report
- 8) Adjournment – BL made motion to adjourn at 7:50 PM and BR seconds, all in favor.

Minutes respectfully submitted by Martha McDonald

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**LUNENBURG TOWN
CLERK OFFICE**

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CAPITAL PLANNING COMMITTEE

Lunenburg, Massachusetts

Marion M. Benson, Chair
Carl Sund, Mbr.
Colleen Shapiro, Mbr.
Brian Laffond, Mbr.
Elaine Murphy, Mbr.



17 Main Street
P.O. Box 135
Lunenburg, MA 01462

Date:

To: All Department Heads

From: Marion M. Benson, Chair

CPC Schedule timeline is as follows:

CPC packet sent to Dept. Heads	Sept. 1, 2011
All Capital Request forms return due date for Five Year Plan, FY 13 Requests, & Inventory Sheet	Sept. 30, 2011
Town Manager pre-review	Oct. 1, to Oct. 14, 2011
CPC review and interviews	Oct. 14, to Dec. 1, 2011
Prioritization and preparation of FY plan	Dec. 1, to Dec. 31, 2011

Note: Only Inventory, Five Year Plan and Form B due Sept. 30, 2011

The CPC packet for FY2013 contains the following

- Capital Planning Criteria
- Inventory Worksheet
- Five Year Plan Form
- Form B Request Form FY2013
- Form C Notification Form for Capital purchases from FY2013 Capital Plan
- Form D Emergency Request Form
- Form E Notification Form for Capital Purchase from Operating Budget (over \$10,000)

Note: Every department must submit an Inventory and Five Year Plan. Even though you may not have an FY13 request, return the FY13 Form B with above by noting there is no request.

The Goal of Capital Planning is to provide a means of planning for necessary expenditures, maintenance and/or improvements of the capital assets and infrastructure of the Town.

All items with a cost equal to, or greater than \$10,000.00, shall be included on the FY Capital Plan.

Groups of items of same use which together the cost is equal to or greater than \$10,000.00 shall be included on the FY Capital Plan.

Initial purchase of a group of items to establish a new program or new use shall be in the Capital Plan, with sustaining future purchases to be handled through the departmental operating budget.

All items with useful life of over three years costing more than \$10,000.00 shall be included on the FY Capital Plan.

All vehicles which will be registered to operate on roadways shall be on the FY Capital Plan.

All equipment, rolling or stationary, (or groups of same—ex: lawn maintenance equipment) cost equal to or greater than \$10,000.00 shall be on the FY Capital Plan.

All technology and communication items shall be submitted to the Technology Department, who in turn, will include these items in its Form B submittal (this includes all telephones, computers, servers, fax machines, copiers). All above items under Town Departments should be included in the FY Capital Plan and all above items under the School Department shall be in the school budget.

Each submittal of each item to the Capital Planning Committee, or to the Technology Department, shall include a financial impact statement as to the departmental operating budget (See Form B).

Each submittal of each item to the Capital Planning Committee shall include an anticipated maintenance schedule.

The CPC will review all requests by the Criteria which indicates that each request must address the health and safety of citizens and property, maintenance of operation, requirements of Federal, State and Local Laws and Regulations, improvement of infrastructure and improvement of productivity.

Forms C, D, and E are for your use throughout the year.

Form C is for recordkeeping so CPC can know when an item has been purchased and such knowledge assists in maintaining the current balances in the Capital Budget.

Form D is the process for emergency requests. Emergencies can occur; however, each Department should anticipate the age, needs and condition of their equipment. Items should be requested on your Form B's before they become emergencies.

Form E is when a capital item is taken out of the operating budget, grant monies, etc. This is for recordkeeping for Capital Planning, noting that the item has been secured by other financial means.

Capplan/procedures/plan and process

Mark Erickson

From: Kerry Speidel [kspeidel@lunenburgonline.com]
Sent: Wednesday, August 24, 2011 9:22 AM
To: Barbara Reynolds; Brian Laffond; John Male; Mark Erickson; Martha McDonald
Cc: kspeidel@lunenburgonline.com
Subject: RE: Finance Committee Meeting Notification and Agenda - August 25, 2011
Attachments: Plan and Process.doc

All,

I am unavailable for tomorrow evening's meeting, but wanted to provide you with some updates.

1. We will be distributing the FY11 Close Out report on 8/31/11.
2. The DPW project is underway. Demolition began this week. The Building Official issued two permits for the project- one for the renovation and one for the new building. This was necessary, because the new building was required to go through the Planning Board's Development Review Process. Unfortunately, this was not called to our attention until 2 weeks ago. The separation of the project from one building to two buildings kicked in this requirement. In any event, the project is fully underway.
3. The Capital Planning Committee has finalized their schedule for the CIPC. I've attached a copy of the memo that will be distributed to all departments on or before 9/1. I'm in the process of drafting the budget calendar for the FY13 Budget Process. I'll have that for review at your next meeting.
4. The property located at 925 Mass Ave is an abandoned gas station. There are 3 underground storage tanks, each containing some amount of fuel. The tanks have reached their maximum useful lives and there is reason to believe that one or more could leak at any time. The property owner does not have the financial means to have the tanks pumped, nor does he feel responsible for the potential hazard. The Town has attempted to work with the property owner and DEP to get the work done. Most recently, we had obtained DEP funding for the property owner to have the work done, however, the property owner had to provide DEP permission to do the work, which he would not do for a number of reasons. We have recently determined that the Fire Chief has the authority to enter the property and cause the work to be done. The cost of the work can then be lienied to the property. We estimate the cost of this work at \$5k. The work has been scheduled for 8/30/11. We do not have this budgeted in any particular place. We would like to present this to you as a potential Reserve Fund expense and will do so at your next meeting. At that time, we will know the exact cost of the work.
5. As mentioned below, the BOS will have a Work Session 6:00 p.m. on 9/8 to review the proposal for Regionalized Dispatch. We will be sending out a packet next week. If you are able, we would appreciate your attendance at this meeting.

Please let me know if you have any questions.

Kerry

From: mark@pinnacleit.us [mailto:mark@pinnacleit.us]
Sent: Tuesday, August 23, 2011 3:23 PM
To: Brian Laffond; Barbara Reynolds; Martha McDonald; John Male
Cc: tomalonzo@verizon.net; amyfha@verizon.net; ldouglas@lunenburgonline.com; kspeidel@lunenburgonline.com; kherrick@lunenburgonline.com; david.reif@astrazeneca.com; sdebettencourt@lunenburgonline.com; chuckamaral@gmail.com; ernie@pfpgo.com; dgink@verizon.net; davenavl@aol.com; kbrochu@lunenburgonline.com
Subject: Finance Committee Meeting Notification and Agenda - August 25, 2011

Here is the meeting notice and agenda for the Lunenburg Finance Committee Meeting of August 25, 2011.

We are not planning to televise this week's meeting.

Note that we are planning a workshop with the BOS on September 8 at 6:00 PM to discuss the regional dispatch service and will start our regularly scheduled meeting that evening at 7:30 PM.

Please let me know if you have any questions or feedback.

Regards,

Mark